

**Nomination Form Completion Instructions:**

- (1) Whitten, Midlands, Pee Dee or Coastal
- (2) Calendar year recognition period
- (3) Full name (first, middle, last)
- (4) Job Title (as on Position Master Report)
- (5) Significant Contributions: (be specific and brief) May continue on blank bond if necessary and attach.
- (6) Last Three Overall Performance Ratings: (e.g. E/SE/SE)
- (7) Attendance Record over last 3 years A/A/A  
A = Above the Regional Center Annual Average  
B = Below the Regional Center Annual Average
- (8) Disciplinary Action during past calendar year: ☐ Yes ☐ No  
Disciplinary Action pending: ☐ Yes ☐ No (Self-explanatory)  
Disciplinary Action includes written warning notices and suspensions
- (9) Permanent Employment Status: ☐ Yes ☐ No (Self-explanatory)
- (10) Attach any news clippings etc. which support the nomination (e.g. letters of appreciation, civic commendations etc.)